

To: All ITSP BPA Holders

From: Steve Linchey (ESC/XPK) - Corporate ITSP Contracting Officer

Subject: Exercising Options Under ITSP Task Orders, and the Business Case Analysis (BCA) Process

1. As we enter the 2nd quarter of FY00, there are approximately 75 ITSP task orders whose basic performance period ends within the period of 01 Jan 2000 - 31 March 2000. Some groupings of orders represent multiple awards under one SPO requirement, however. Before a user can opt to exercise an option to extend the ITSP support services of the incumbent for the time period defined in the option, they must first present a Business Case Analysis (BCA), to be approved by ESC/CD, with justification/rationale as to why it is in the best interests of the Government to exercise the previously priced option. Because some programs will choose to recompete follow-on requirements (due to reorganization, dissatisfaction with support, or possibly a denial of their BCA "package"), there should be additional opportunities (in addition to brand new work itself) for ITSP BPA holders to be considered for support services orders beginning with at least the last half of this fiscal year, and likely beyond. We have already posted on HERBB information regarding all ITSP orders awarded through 31 Dec 99.

2. The purpose of the BCA is to critically review A&AS work; ensure competition exists; and provide data/rationale for ESC/CD decision. Areas such as the following (not all-inclusive) will be addressed:

- did sufficient competition exist for the basic award?
- were GSA Schedule discounts proposed?
- does the order support the socio-economic goals of the Center?
- how is the contractor performing?
- could this order be recompeted?
- what market research has been done?
- summarize TEMS/ITSP use in FY98 & FY99 and forecast out for next 5 years
- identify the proposed taskings under your requirements

3. So the intent, then, is to look at the work being done as well as the work to be done, and try to promote competition where it is warranted.

//signed//

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